

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0108

ISSUE DATE: September 13, 2013

TITLE: Chief Bureau of Authority Regulations

CLOSING DATE: September 30, 2013

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: M32: \$71,878.65 - \$100,638.17

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under direction of the Director of the Division of Local Government Services, Department of Community Affairs, manages the work programs of the Bureau of Authority Regulation and provides the necessary support to the Director to enforce local public authority and special district finance laws as determined by statutes, regulations, and promulgations of the Local Finance Board; provides technical assistance to the above jurisdiction in the area of budgeting, debt management, fiscal reporting, and controls; does related work as required; manages the operation of the Bureau, including the development and evaluation of the work program and operating procedures for the auditing, budgeting, bonding, and regulatory requirements pertaining to local authorities and special districts; approves the review of all applications by local units to create new authorities; approves the review and examination of all authority budgets to insure that they are prepared in accordance with state statutes and regulations; approves the review and examination of all requests for approval of new debt authorizations by authorities and special districts in the state; based upon review of audit reports prepared by Bureau staff or independent auditors, makes recommendations to the Director regarding problems identified, and suggested corrective action including the need for hearings before the Local Finance Board; provides necessary assistance to authority officials and attorneys in the area of bond authorizations and debt management; approves the preparation of informational literature to local public authorities, Certified Public Accountants, and Registered Municipal Accountants on matters pertaining to public authority finance procedures and law; answers inquiries and interprets policies of the Division to Registered Municipal Accountants, Certified Public Accountants, attorneys, Chief Financial Officers, municipal managers/administrators, mayors, and other municipal and authority officials in the areas of public finance, both regulatory and technical in nature.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Five (5) years of professional experience in work involving local authority finance, particularly bonding, fiscal administration, and audit procedures, two (2) years of which shall have been in a supervisory capacity such as Authority Finance Director, Comptroller, Business Administrator, or other similar authority or state position.

NOTE: Applicants will be required to possess a valid certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountancy.

NOTE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0108
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.